

Grimes, Debbie

From: Grimes, Debbie
Sent: Monday, May 08, 2006 9:14 AM

Subject: Some important dates @ Fredd

Attachments: newlibrary layout.05.no2.ppt

May 15 – May 31

Library closed on Fredd Campus for move

May 15 – 19 (pending specific dates given by BI for installations)

Paul Brown has chairs/tables in storage on Martin Campus moved to library on Fredd Campus

May 15-19 (tentative dates – will have specific dates soon)

BI installs tables and chairs

May 15 – May 22

Paul Brown has shelving moved from Martin to library on Fredd Campus

May 15-19

Library Staff packs up loose items and prepares for move

May 22-26

Bill Minard from Hallett Movers installs shelves and moves the library from the cafetorium to the Admin Bldg

May 26

Kyle Office Supply moves copier

May 29 – 31

Jimmy installs public computers (pending his schedule)

Omar install staff computers (pending his schedule)

May 29-31

Librarians pull RPT books from Martin and move back to Fredd

After May 31

Librarians correct catalog entries for RPT books

June 1

Library re-opens on Fredd Campus

July

Celebration in new library!

August

Student Appreciation Days in new library

I have contacted Donald Sanford about installing the bulletin board, gallery railing, and the door counter. His department will work this in as they have time (and I have to go buy gallery railing). They are ordering the glass door and will install it upon arrival.

I am waiting for the Little Gallery to call about the posters we selected for the Lewis Library. I think they will be ready by June 1, but it depends on paperwork, etc.

I have contacted Jimmy and Omar about installing the computers, so dates above are pending their ability to schedule.

Jean M. and Kathy: Please post signs about the library being closed May 15-31.

FYI and thanks,
Debbie

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